

MONTANA STATE PRISON
600 CONLEY LAKE ROAD
DEER LODGE, MONTANA 59722
Internal/External

Teacher: Adult Basic Education
Position Number: 22655
Classification Code: 252316
Department: Corrections
Division: Montana State Prison
Location: Deer Lodge, MT.
Supplement Required: No

Salary: \$29,761 entry
Pay Grade: 6
Bargaining Unit: Montana
Federation of State Employees

Status: Permanent/Full-time
Shift: 7:45 a.m. - 3:45 p.m.
Days Off: Sat./Sun.

To Apply: Submit a **State of Montana Employment Application, Reference and Criminal Background Check authorization form, a copy of Montana Teacher Certification and transcripts** to Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT 59722. This position is **OPEN UNTIL FILLED**. Applications will be reviewed weekly. Late, incomplete or unsigned applications will be rejected as incomplete and will not be considered.

Special Information: Upon employment, successful completion of Basic Training for Prison employees is required. Must be able to respond in the event of an emergency; must be able to work in a stressful and potentially dangerous environment. **Preference will be given for Special Education Degree.**

Typical Duties: Prepares and teaches Adult Basic Education courses, instructs and supervises adult male inmate students in the classroom and housing units on an individual basis and/or group meeting. Confers with professionals for establishing additional activities and/or instruction; performs related work as required.

Qualifications: Working knowledge of educational principles utilized in Competency Based and other instructional techniques. Flexibility to address changing and variable specific educational needs of enrolled students. Innovativeness in presenting a variety of subjects for instruction. Ability to communicate effectively with students and staff.

Education & Experience: Requires a B.A. or B.S. degree with a current class 1 or 2 teaching certificate (level 2 or 8); one year of successful teaching in Math, Reading, or Special Education is preferred.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Compensation: Pay is based on the State pay plan. \$29,761/year is entry. Wage range is determined by experience. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employee's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406)846-1320.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State Application for Employment, (PD-25, Rev 12/93). Applicants claiming the Veteran's and Handicapped Person's Employment Preference (see State Application for Employment, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS certification of Disability form.

The application materials will be reviewed by a panel of job experts. Applicants will be notified of further selection procedures. If the hiring authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted. An overall score of 70 percent must be attained in order to be considered for employment. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

All new employees are subject to a minimum of 6 months probation.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

**DEPARTMENT OF CORRECTIONS
REFERENCE AND CRIMINAL BACKGROUND CHECK
AUTHORIZATION FORM**

Applicant's Name: _____
(Please print or type)

Previous names (i.e. maiden name, previous married names) _____

Social Security Number: _____

Date of Birth: _____

List states where you have resided: _____

TO WHOM IT MAY CONCERN: As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?

If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

Jurisdiction: _____

Date of Conviction: _____

This authorization shall be valid and effective for one year from the date signed.

Date: _____

Applicant Signature _____

